



STATE
OF
GEORGIA

313-15
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 2-23-73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-P-13		Date Received MAR 22 1973	Date Completed MAR 27 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Physical Health Laboratory Unit 47 Trinity Ave. Atlanta, Georgia		4. Person to Contact Mr. Cornelius Gates	5. Working Title Supervisor-Lab staff
		6. Tel. No. 656-4850	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1968-present	9. Exact Series Title SEE ATTACHED
--	---------------------------------------

10. What is the function of the office in which this record series is created?

The Laboratory Unit, under the direction of Chief, is responsible for performing bacteriological, chemical, and immunological tests for diseases or abnormalities on a variety of specimens (primarily from humans) received from throughout the state. It is also responsible for the evaluation, improvement and licensure of other laboratories in the state. The Unit accomplished these goals by the testing of specimens thru the activities of the Diagnostic Service Laboratories, and formulates policies and standards of performance for the evaluation, training and licensure of clinical laboratories.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

SEE ATTACHED

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
	Letter-size File Drawers						
Legal-size File Drawers			FLOOR SPACE OCCUPIED (Square Feet)	In Office(s)	In Storage Area(s)		
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication. See attached sheet
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ []
Confidential medical record - Georgia Health Code; Laboratory Licensure Law Section d, 4-P 5
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

SEE ATTACHED

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
 [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
 [] Destroy.
 [] Transfer to State Archives for permanent retention.
 [] Destroy immediately after cut-off.
 [] Other: (Specify)

SEE ATTACHED

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Douglas M. Hume</i>		Date <i>3-5-73</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [] Approved [] Disapproved		<i>Carroll W. H. Hume</i>	<i>3-5-73</i>
	State Auditor/Designee [] Approved [] Disapproved		<i>William M. Hume</i>	<i>3-23-73</i>
	Secretary of State/Designee [] Approved [] Disapproved		<i>Carroll W. H. Hume</i>	<i>3-21-73</i>
	Attorney General/Designee [] Approved [] Disapproved		<i>Robert H. Hume</i>	<i>3-28-73</i>

STATE RECORDS COMMITTEE

Division of Physical Health
Laboratory UnitAppl.
No.DescriptionDisposition

73-208

PARASITOLOGY TEST REPORT FILE

Documents relating to the testing of various specimens for parasitic infestations. This includes, but is not limited to, test reports on feces, urine, and various body fluids, and assorted reference and working papers. File is arranged alphabetically by year, by requestor, then by date of test.

Cut off file at end of each calendar year. Hold in CFA for 1 year, then transfer to State Records Center and hold for 1 year, then destroy.

73-208A

ROUTINE SEROLOGY TEST REPORT FILE

Documents relating to the testing of blood samples submitted for testing for syphilis or the Rh factor. This includes, but is not limited to: VDRL test for syphilis, FTA-ABS test for syphilis, Rh factor test, and assorted reference and working papers. File is arranged alphabetically by county, by year, by requestor, then by date of test.

Cut off file at end of each calendar year. Hold in CFA for 1 year, then transfer to State Records Center for one year; then destroy.

73-209

PHENYLKETONURIA (PKU) TEST REPORT FILE

Documents relating to the testing of blood samples for metabolic disfunctions. This includes, but is not limited to; reports on blood specimen submitted for testing on the PKU factor, and assorted reference and working papers. File is arranged alphabetically by county, by requestor, and by date of test.

Same as above.

Amended 5/19/82
73-209-A

73-210

TUBERCULOSIS TEST REPORT FILE

Documents relating to the testing of body fluids for evidence of tubercular organisms. This includes, but is not limited to, microscopic and cultural examinations for drug sensitivity, and assorted reference and working papers. File is arranged alphabetically by county, by requestor, and by date of test.

Same as above.

Division of Physical Health
Laboratory UnitAppl.
No.DescriptionDisposition

73-211

FOOD MICROBIOLOGY TEST REPORT FILE
Documents relating to the report of test of food cultures to determine the presense of pathogenic organisms. This includes, but is not limited to: reports of test of specimens, and assorted reference and working papers. File is arranged alphabetically by county, by requestor, by date of test.

Same as above.

73-212
amended
by 74-38
2/5/74

GONORRHEA CULTURE TEST REPORT FILE
Documents relating to the reports of test for gonorrhea. This includes; test reports, correspondence relating to media checks, culture reports, and medical personnel inquiries. File is arranged alphabetically by county, by requestor, by date of test. Additional copies filed elsewhere should follow same disposition instructions.

Same as above.

73-213

BLOOD SUGAR DETERMINATION TEST REPORT FILE
Documents relating to the reports of quantitative testing of blood specimens for glucose. This includes, but is not limited to: reports of laboratory test, assorted reference and working papers. File is arranged alphabetically by county, by requestor, by date of test.

Same as above.

73-214

ABNORMAL HEMOGLOBIN TEST REPORT FILE
Documents relating to the testing of blood specimens for the presence of abnormal hemoglobins. This includes reports of test, assorted reference and working papers. File is arranged alphabetically by year, by county, by requestor, then by date of test.

Same as above.

Division of Physical Health
Laboratory Unit

<u>Appl.</u> <u>No.</u>	<u>Description</u>	<u>Disposition</u>
73-2/5	BACTERIOLOGY TEST REPORT FILE Documents relating to the reporting of test to identify pathogenic bacteria and fungi. This includes reports of test, and assorted reference and working papers. File is arranged alphabetically by county, by requestor, then by date of test.	Same as Above
73-2/6	VIROLOGY TEST REPORT FILE. Documents relating to the reporting of laboratory test for viral infections. This includes, but is not limited to: reports of test for rabies, mumps, infectious mononucleosis, etc. and assorted reference and working papers. File is arranged alphabetically.	Cut off at end of each calendar year, hold in CFA for 2 years; then destroy. 73-216-A 5/6/82
73-2/7	MEDIA AND REAGENT REQUISITION FILE Documents relating to preparation of test media and reagents for use in the various diagnostic laboratories. This includes, but is not limited to: unit requisition forms, mark sensitivity sheet, computer printout, and related papers.	Cut off annually and destroy. Earlier destruction is authorized.

Records will be shipped yearly by departmental truck to the Atlanta office for destruction. Number nine (9) card board boxes will be used for shipment. Inventory and volume control measures will be utilized to insure confidential nature.

Division of Physical Health
Laboratory UnitAppl.
No.DescriptionDisposition

73-218

ALCOHOL RECEIPT AND DISTRIBUTION FILE
Documents relating to the receipt and distribution of tax-free ethyl alcohol. This includes, copies of receipt of ethyl alcohol from supplier, records of distribution for use, monthly summary of distribution, and annual usage summary of distribution. File is arranged by month, by year.

Cut off at end of each calendar year, hold in CFA for 3 years; then destroy. (code of Federal Regulations Title 26, Section 213 page 175)

73-219

LICENSED LABORATORY DIRECTOR APPLICATION FILE
Documents relating to the application for licensure of clinical laboratory director. This includes, but is not limited to; application for licensure and related correspondence. File is arranged alphabetically by name of applicant.

Upon termination of license, place in inactive file and hold in CFA for 2 years; then destroy.

73-220

LABORATORY PROFICIENCY TEST REPORT FILE (State conducted)
Documents relating to the testing for laboratory proficiency and the analysis of results of State conducted test categories. This includes, but is not limited to, test for Bacteriology, Mycobacteriology, mycology, PKU, Rebella, Syphilis serology. File is arranged chronologically by test category.

Cut off at end of each calendar year; hold in CFA for 1 year, then destroy. Earlier destruction is authorized.

Rescinded by D-79-7

73-221

LABORATORY PROFICIENCY TEST REPORT FILE (State approved)
Documents relating to the testing for laboratory proficiency and the analysis of results of State approval test conducted by non-State agencies, such as College of American Pathologist, etc. This includes, but is not limited to; test for chemical chemistry, hematology, clinical microscopy, immunohematology, etc. File is arranged categorically by type of test.

Same as above.

January 1, 1973

Division of Physical Health
Laboratory UnitAppl.
No.DescriptionDisposition

- 73-222 LABORATORY WORKSHOP TRAINING FILE
Documents relating to organizing training workshops for laboratory personnel. This includes, but is not limited to, applications for workshop training, listing of applicants, and attendees, pictures of participants, correspondence relating to workshop training, training evaluation sheets, and listing of items needed for workshop training.
Cut off end of fiscal year, hold in CFA for 3 years; then destroy.
- 73-223 STATE LABORATORY LICENSURE FILE
Documents relating to the application for licensure of laboratories throughout the state. This includes, but is not limited to: application for licensure and related correspondence. File is arranged alphabetically by classification, i.e. hospital based, private, public health, premarital syphilis serology, and thereunder alphabetically by name of laboratory.
Upon termination of licenses, place in inactive file, hold until end of calendar year; then destroy.
- 73-224 STATE LABORATORY LICENSURE SURVEY FILE
Documents relating to laboratory surveys and quality control checks of internal operations and laboratory procedures. This includes, but is not limited to, State licensure inspection survey forms, copies of participating medicare hospital laboratory survey reports, private laboratory medicare inspection reports and current laboratory personnel listing. File is arranged alphabetically by classification, ie hospital based private, public health, premarital syphilis serology, and thereunder by name of laboratory.
Cut off at end of each calendar year, hold 1 year; then destroy.

Amended by 78-3